

Graduate Formatter Editing Guide and Checklist

Student:

Date Reviewed:

Department:

Style Used:

Font, Page Numbers, and Margins

I have read through the following font, page numbers, and margins comments made in my document by the Graduate Formatter and made the appropriate changes.

Formatted font type and size according to TWU's Graduate School guidelines.

Used TWU's Graduate School guidelines to format margins.

Checked that margins remain the same throughout the document.

Checked that the margins for landscape pages rotate one to the right (e.g., a 1.5" left margin on a portrait page becomes a 1.5" top margin on a landscape page).

Formatted page numbers* according to TWU's Graduate School guidelines.

Confirmed page number placement.

Formatted the page numbers for the preliminary pages separately from the page numbers for the document body.

I have read through all the font, page number, and margins comments made in my document, including the ones not outlined in this list, by the Graduate Formatter and made the appropriate changes.

Preliminary Pages

I have read through the following preliminary pages comments made in my document by the Graduate Formatter and made the appropriate changes.

Confirmed that preliminary/front pages are in the correct order and formatted according to TWU's Graduate School guidelines.

Title pages adhere to TWU's Graduate School guidelines.

Confirmed that the following student-specific information is correct.

Department (e.g., city, state, committee members, etc.)

Month/Year of graduation.

Client's degree(s) with no periods.

17. If multiple title pages are required, confirmed that information is consistent line by line across all title pages

For the following pages, confirmed that student-specific information has been added and is consistent with title page(s):

Copyright page.

Abstract (adhere to the following, unless stated otherwise).
Word count is less than 250.
First line is not indented.

Dedication page.

Acknowledgments page.

Table of Contents is formatted according to TWU's Graduate School guidelines.

List of Tables is formatted according to TWU's Graduate School guidelines.

List of Figures is formatted according to TWU's Graduate School guidelines

I have read through all the preliminary pages comments made in my document, including the ones not outlined in this list, by the Graduate Formatter and made the appropriate changes.

Headings

I have read through the following headings comments made in my document by the Graduate Formatter and made the appropriate changes.

Formatted headings according to style and TWU's Graduate School guidelines.

Centered headings are centered between the left and right margins and not centered off the left tab

Spacing above chapter headings is correct.

All major words for titles and headings have been appropriately capitalized, depending on the level of heading.

At least two consecutive subheadings are listed in each level of heading.

Name/order of headings matches those in the Table of Contents.

I have read through all the headings comments made in my document, including the ones not outlined in this list, by the Graduate Formatter and made the appropriate changes.

Document Body

I have read through the following document body comments made in my document by the Graduate Formatter and made the appropriate changes.

Confirmed document spacing.

All paragraphs were properly indented to .5" with ragged right lines .

For block quotes, checked that

- No quotation marks are used
- They are indented to .5" and if the block quote goes beyond one paragraph, hanging indent is .5"
- Ending punctuation is used before parenthetical citation

For bulleted/numbered lists, checked that (**UNLESS** it should be in-depth format)

- Unless otherwise noted in templates/guidelines, lists are indented to .5" with hanging indent of 1" to align with text
- Tabs (not spaces) are used between bullet/number and list text
- Numbers are followed by a period when explaining steps in a procedure or something that requires the list to be in order (e.g., chronology, importance, priority):
 1. Adolescence
 2. Adulthood
 3. Old Age
- Bullets are used for lists if no order or preference is implied:
 - To improve the economy
 - To stimulate job growth
 - To increase quality of life

Formatted tables according to the following **your** style guidelines.

Adjusted tables to fit within the margins.

Checked sequencing and in-text mentions of tables.

Formatted figures according to **your** style guidelines.

Adjusted figures to fit within the margins.

Checked sequencing and in-text mentions of figures.

I have read through all the document body comments made in my document, including the ones not outlined in this list, by the Graduate Formatter and made the appropriate changes.

End Matter

I have read through the following end matter comments made in my document by the Graduate Formatter and made the appropriate changes.

Reviewed all end matter requirements.

References are formatted to **your** style guidelines.

Appendices are formatted according to TWU's Graduate School guidelines.

Added manual page breaks to correct spacing between appendices.

Adjusted all tables, figures, and images to fit within margins.

Checked that headings, page numbers, and margins are correct because there may be section breaks in the appendices

Checked sequencing and in-text mentions, as well s the Table of Contents, of appendices

I have read through all the end matter comments made in my document, including the ones not outlined in this list, by the Graduate Formatter and made

the appropriate changes.

Spacing Review

I have read through the following spacing review comments made in my document by the Graduate Formatter and made the appropriate changes.

Correct widows/orphans* in body, references, and appendices of document.

Confirm spacing after figures/tables and before chapter and section headings.

3. Confirm that landscaped pages* are properly formatted.

We have communicated about these edits.

Student

Date

Committee Chair

Date